

SENIOR PLANNER

PURPOSE: Plan, develop, and administer rehabilitation and development projects or on-going programs in such fields as community and business development, housing, zoning and land use, preservation, comprehensive, and environmental planning.

FUNCTIONAL AREAS:

1. Plan, develop, and administer programs and projects to address identified community and housing needs within the City of Duluth.
 - * A. Solicit and respond to public inquiries and suggestions concerning community needs and issues.
 - * B. Conduct research and studies; assemble, correlate, and analyze information regarding community needs and issues, including fair housing impediments and housing regulatory barriers.
 - * C. Develop projects and programs, including financial resources, in order to fill identified community development and housing needs within the City of Duluth.
 - * D. Solicit, award, and monitor proposals for projects and programs developed.
 - * E. Arrange required financing for projects and programs through private and public means.
 - * F. Prepare and/or present reports, proposals, requests, contracts, and recommendations.
 - * G. Conduct public meetings, and arrange or provide staff services for public boards, commissions, and committees.
 - * H. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals, both on-site and off-site.
 - * I. Recommend and approve the expenditure of state or federal funds in accordance with approved contract provisions and regulatory guidelines for projects.
 - * J. Prepare annual application for federal funding to support community development activities.
 - * K. Assemble and analyze project data to report program performance to State and Federal funding agencies, including information on meeting federal standards including Women/Minority Owned Businesses, Section 504, Labor Standards and compliance with National Environmental Policy Act (NEPA).
2. Provide information upon request as appropriate to public agencies, boards, commissions, and committees; to members of the public and public media.
 - A. Plan and coordinate public events such as fairs, celebrations, seminars, and workshops.
 - B. Assist in preparing and provide support to legislative initiatives to satisfy City development and housing goals.
 - * C. Attend meetings and/or present in public on behalf of the City and Department.
 - * D. Respond to requests for information on assigned programs and projects.
 - * E. Build and maintain positive relationships with diverse individuals and groups.
 - * F. Assist citizens in preparing and presenting projects for City review.
 - G. Prepare annual performance report on federally funded activities for public review and comment.

3. Act as a lead worker on assigned programs and projects.
 - A. Oversee the work of consultants under contract with the City on assigned programs and projects.
 - B. Guide the work of aides/interns assigned to researching and writing reports and proposals, and providing staff services to public boards, commissions, and committees.
 - C. Work as team leader on neighborhood revitalization or special initiative plans.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Four-year bachelor's degree in Business Administration, Planning, Urban Development, Social Science, or other research-based field; plus five years full-time equivalent experience in the functional areas identified as essential above. A Master's degree in related field may be substituted for two years of experience.

Knowledge Requirements

- ◆ A. Knowledge of the principles and procedures used in rehabilitation and development planning in such fields as community development , including areas such as housing and zoning; or business development, including areas such as zoning and land use, preservation, comprehensive, and environmental planning, depending on the needs of the hiring division.
- ◆ B. Knowledge of Federal and State legislation and programs related to rehabilitation and development planning in community or business development, depending on the needs of the hiring division.
- ◆ C. Knowledge of math.
- ◆ D. Basic knowledge of statistics and analysis.
- ◆ E. Basic knowledge of legal contract principles.
- ◆ F. Basic knowledge of budgeting.
- ◆ G. Basic knowledge of finance and accounting.
- ◆ H. Basic knowledge of public administration.
- ◆ I. Knowledge of grant writing methodology.
- ◆ J. Basic understanding of public process and grant review procedures.

Skill Requirements

- ◆ A. Skill in communication.
- ◆ B. Skill in public presentation.
- ◆ C. Skill at negotiating.
- ◆ D. Skill in handling public and media relations.
- ◆ E. Some skill in graphics/design work.
- ◆ F. Skill in grant writing and securing funds.

Ability Requirements

- ◆ A. Ability to analyze and solve problems.
- ◆ B. Ability to design and prepare graphic presentations.
- ◆ C. Ability to read and understand technical and legal documents.
- ◆ D. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
- ◆ E. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.
- ◆ F. Ability to attend work on a regular basis.

Physical Requirements

- ◆ A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.

* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 3204	Union: Basic	Pay: 136	CSB: 20090317
CC: 20090413	Res: 09-0199R	EEOC: Professional	EEOF: Community Dev	WC: 9410